

ADMINISTRATIVE - INTERNAL USE ONLY

MEMORANDUM FOR: Director of Central Intelligence
FROM : E. H. Knoche
Deputy Director of Central Intelligence
SUBJECT : Promotion Policy
REFERENCE : Note to DDCI from DCI dtd 10 May 77, same subj.

1. Action Requested: None; the attached, for your information, was prepared by the Office of Personnel in response to reference request for comments on various aspects of a uniform promotion policy for the Agency.

2. Agency regulations provide a uniform promotion policy and procedural system requiring the Career Services to publish promotion criteria and to use Panels and Boards for comparative ranking purposes. A policy to identify those employees whose performance falls in a lower percentile of their grade or function has been in effect for several years, though the individual Career Services were allowed to set their own parameters for implementation of the policy. The recently published sets the percentile for identification at the lower three percent and provides guidelines for the application of the regulatory provisions.

3. Included in the comments are several suggestions for your consideration in response to your proposals for more uniformity in areas where a common approach is not now required.

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